INTELLIGENT MAIL® University

UNITED STATES POSTAL SERVICE®

Full Service &
Electronic Documentation (eDoc)
101

Agenda

- **Mailing Documentation**
  - Today, Tomorrow
- *PostalOne!*® **Access**
- **Software Vendors and Service Providers**
- **Questions**

Business Today

- Mailer prepares and addresses Mailing
- Produce postage statements and supporting documentation
- Presents mailing and documentation to Business Mail Entry (BME)
  - Postage Statement
  - Qualification Report
  - Additional Documentation*
- BME validates postage accuracy, mailability and debits account

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Today's Documentation

- **Hard Copy**
  - Completed hardcopy postage statement (small mailings)
  - Software Generated
    - Mailer's Viewer online process to view presort documentation
    - Sign and bring in
- ***PostalOne!*® Postal Wizard**
  - Online Postage Complete and Submit to BME
    - Postage Statements Only, No Support Documents
- ***PostalOne!*® system**
  - Electronic Documentation (eDoc) using Mail.dat®
    - Qualification Report, Postage Statement

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Today's Documentation

UNITED STATES POSTAL SERVICE.

- **More complex mailings require additional documentation**
  - MLOCR and MLOCR One Pass
    - Customer Mail Report, Summary ZIP Destination Report, Postage Statement Summary, Tray Difference Report (OnePass Only)
  - Periodicals
    - Container Bundle Reports, Ad% Worksheet, Outside County and Optional Payment Reports
  - Drop Shipments
    - USPS Form 8125, 8125C

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Today's Documentation

UNITED STATES POSTAL SERVICE.

- **Hard copy postage statements**
  - Used by Most Mailers
  - Manual Labor Intensive Process
  - Costly
  - Prone to errors
  - Paper (rising costs, not Green)

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Today's Methods for Presenting eDoc

- **Postal Wizard™**
  - Electronic Postage Statement
- **Mail.dat®**
  - Postage Statements
  - Qualification Reports
  - Additional supporting documentation for more complex mailings
- **Mail.XML®**
  - Electronic Appointment Scheduling for Drop Ship mail with container detail info

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Today's eDoc Postal Wizard

- To use the Postal Wizard you need:
  - An Internet connection
  - A *PostalOne!* ® logon ID
- Type in postal statements online
- No qualification report

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Today's eDoc Method Mail.dat®

- You need:
  - User License Code from IDEAlliance®
  - Software to generate and update the files
  - An Internet connection
  - A *PostalOne!*® logon ID
  - Completed set up and testing
- Ability to transmit files
- More details in the Full-Service eDoc 102 session

Requirements for Full-Service

- <u>Unique</u> Intelligent Mail® barcodes on letter and flat-size mailpieces
- <u>Unique</u> Intelligent Mail tray barcodes on tray and Sack Intelligent Mail tray labels
- <u>Unique</u> Intelligent Mail container barcodes on Intelligent Mail container placards
- Electronic documentation
- Appointment scheduling using Facilities Access & Shipment Tracking (FAST®) when required

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Tomorrow's Full-Service and eDoc – Postal Wizard

- To use the Postal Wizard you need:
  - An Internet connection
  - A *PostalOne!* ® logon ID
- Type in postal statements online
- No qualification report
- Fewer than 10,000 pieces for the Full-Service Option
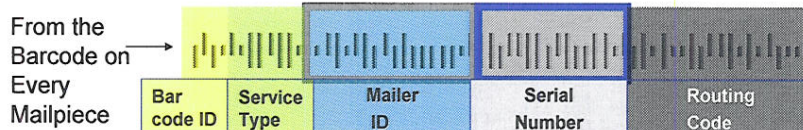- No piece level information for the Full-Service Option

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Tomorrow's Full-Service and eDoc – Postal Wizard

The Full-Service option will be enabled as follows:

- Ranging Sequential Piece IDs Using Upper and Lower Sequence Numbers
- Using Mailing ID

From the Barcode on Every Mailpiece

| Bar code ID | Service Type | Mailer ID | Serial Number | Routing Code |

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Tomorrow's Full-Service and eDoc – Mail.dat

- Today's eDoc Requirements
- Additional Requirements
  - Piece detail or Piece range information
  - Piece, Bundle/handling Unit, Container nesting information
  - Piece, Tray, Container barcodes
  - By / For identification at the piece level

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Tomorrow's Full-Service and eDoc

- Additional Requirements
  - Electronic Appointments with Container Detail barcode data for Drop Shipments and Origin Entered Mail when required
  - Electronic Postage Adjustment process
  - Move Update Requirements and verification
  - Feedback reporting capability from the USPS to the customers on Quality and Service performance of mail

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Tomorrow's eDoc Method Mail.dat

- Electronic Data Submission to *PostalOne!*®
- New Full Service Capabilities
  - Postal Wizard™
    - Ability to provide Piece Range Information
  - Mail.dat®
    - Provide piece detail and piece range data
    - Support MLOCR environments
    - Uniquely identify postage statements and refer them for postage adjustments
    - Adjust postage from piece data
    - Identify By/For information at piece, handling unit, and container level
    - Identify co-palletized mail and its original identification

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Tomorrow's eDoc Method Mail.XML

- Electronic Data Submission to *PostalOne!*®
- New Full Service Capabilities
  - Mail.XML®
    - Ability to provide final Qualification reports, postage statements, additional documentation
    - Ability to request your CRIDs and MIDs
    - Ability for the USPS™ to provide ACS™, COA, nixie, Start-the-Clock and container scan data to the customer
    - Ability to provide piece detail and piece range data
    - Ability to uniquely identify postage statements and refer them for postage adjustments
    - Ability adjust postage from piece data or from postage identification data
    - Ability to identify By/For information at piece, handling unit, and container level
    - Ability to identify co-palletized mail and its original identification

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Applying for *PostalOne!®* Access

Mail.dat®, Mail.XML™ - Continued

- Create test files/test messages
- Complete Customer Acceptance Testing (CAT) testing
- Parallel testing and local Post Office™ approval
- Begin live participation
- http://www.usps.com/postalone

Software Vendors and Service Providers

- Identify your mailing business process
- Learn what is going to be impacted
- Have discussion with your mail business partners
- Talk with Software Vendors to find out what will be available in future software releases
- Talk with your service providers to discuss what they will provide
  - Obtain your *PostalOne!®* Login ID to be able to view Postage Statements and reports

Resources & Information

Guides & Specifications

- Domestic Mail Manual (DMM)

- Federal Register Notice: Implementation of New Standards for Intelligent Mail® Barcodes

- A Beginners Overview to Intelligent Mail Services

- A Guide to Intelligent Mail for Letters and Flats

- Electronic Documentation and Intelligent Mail: Ready, Set, Go!

- *PostalOne!* Mail.dat Technical Specification

- *PostalOne!* Mail.XML Technical Specification

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Resources & Information

- Contact your local Business Mail Entry Unit or Mailpiece Design Analyst:

  – District Business Mail Entry Locator
    http://www.usps.com/ncsc/locators/find-bme.html
  – Mailpiece Design Analyst Locator
    http://pe.usps.gov/mpdesign/mpdfr_mda_lookup.asp

- Contact the Help Desk: 1-800-522-9085

- *PostalOne!*® information http://usps.com/postalone/

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